

STEP 1: Renewal Application Submission

Special Riggers must submit their renewal applications online. Special Riggers that do not currently have an eFiling account will need to create an account by completing the [registration form](#). If you already have an eFiling account, please proceed to **STEP 2**.

STEP 2: Upload Supporting Documentation

To complete the online renewal process, Master Riggers must submit the following documents in **PDF format** via the [DOB NOW Portal](#) in the **BIS Options section**:

NOTE: See the [Licensing Renewal Application User Guide](#) for step-by-step directions.

Supporting documents include

- Original, typewritten [LIC2](#) License Application
 - If you have more than one business you **must** submit two (2) [LIC2](#) applications with the Primary and Secondary business information reversed on each application
 - Partners/Officers correspond with the Primary business on each application
 - Recent utility bill (electric, gas, water), bank statement lease of deed with the Licensee's name and address, if the home address has changed.
- Completed, typewritten [LIC34](#): Licensing Supplemental Affidavit (if applicable)
- [LIC51](#) application

NOTE: Renewal applicants may also fill out the [LIC51](#) Voluntary Authorization for Service of Process by email if they would like to receive Notices of Violation (NOV)/Summonses via email.
- Completed Buildings Physical Examination Form ([LIC61](#)) signed by a physician (**must** be completed within 90 days prior to the appointment date)
- [Child Support Certification Form](#)
- [Proof of Compliance with substance abuse provisions.](#)
- Typed and notarized letter from the licensee listing the name, address and telephone number of the laboratory that performed the substance abuse test and a statement **giving consent for the laboratory to the release such information to the Department upon request.**
- Completed [LIC70: Designation of Rigging/Sign Hanging Foreman Application \(LIC70 Instructions\)](#); if you do not have any foremen, the Licensee **must** submit a notarized letter on company letterhead with the corporate seal indicating such.
- Previous Department-issued Designated Rigging Foremen Certificates
- Updated [Insurance Certificates](#) (General Liability, Worker's Compensation & Disability)
- Current/expired Department of Buildings Master Rigger License card
- Photo ID (driver's license, State ID, or passport)
- Original 8-hour Refresher Course Certificate from a [Department-approved Course Provider](#) (**must** be completed within one (1) year prior to renewal)

- \$75.00 Renewal Fee** – paid at the time of renewal via the online portal
- \$125.00 Late Renewal Fee** (includes \$75.00 renewal fee and \$50.00 late fee) – paid at the time of renewal via the online portal
- \$5.00 per Foreman Card** – paid for at the time of renewal via online portal

NOTE: To avoid a \$50.00 late fee, renewal applications must be submitted 30-60 days before the expiration date indicated on your license card.

STEP 3: Obtaining the License Card

You will receive your license card by mail.

- Riggers with over 10 foremen will need to come in to pick up their license and foremen cards. You will be notified when to come in to receive them.

*NOTE: If you received an **Intent Not to Renew** letter, you **must** submit the required documentation stated in the letter **PRIOR** to renewal, and you **must** be cleared to renew before coming to the Licensing & Exams Unit to begin the renewal process. As of July 1, 2015, Licensees must submit an original **8-hour Refresher Course Certificate** from a Department-approved training program.*